

OM 008-2003 (1070) QUARTERLY FIELD REPORTED DATA, COLLECTION OF



# Operations Memorandum

NUMBER: 008-2003 (1070)  
DATE: 3/14/2003  
SUBJECT: Collection of Quarterly  
Field Reported Data

EXPIRATION DATE: 3/14/2004

1. **PURPOSE AND SCOPE.** To provide instructions for reporting quarterly field related data for the Executive Staff Module (ESM) through the use of the SENTRY Generalized Reporting System (GRS).

As an initial step in implementing quarterly ESM updates, the Program Review Division (PRD) conducted a survey of all Assistant and Regional Directors regarding the update frequency of various ESM data items. The PRD and Information, Policy and Public Affairs (IPPA) Divisions then developed a continuous update work plan, which was included in a December 1995 Executive Staff information paper.

As noted in the information paper, quarterly updates of the ESM enable the Executive Staff, Wardens, and program administrators to use current data for monitoring institution performance. These updates are available to the Union via a web-based version of Key Indicators. The ESM has been updated quarterly since June 1996.

While most of the quarterly information comes from existing databases and Central Office administrators, some information comes directly from institutions. Each institution is responsible for the validity and accuracy of the data requested in this OM. The Office of Research and Evaluation (ORE), IPPA, will process the data as they are reported.

Because the data requested in this OM will be combined and compared across institutions and security levels, it is critical that all quarterly updates be complete and on time.

2. **DATA REPORTING.** All data must be keyed **quarterly** based on the following schedule:

<b>Quarterly Periods</b>	<b>Data Entry Period Begins</b>
January 1 - March 31 (Quarter 1)	April 1, 2003
April 1 - June 30 (Quarter 2)	July 1, 2003
July 1 - September 30 (Quarter 3)	October 1, 2003
October 1 - December 31 (Quarter 4)	January 2, 2004

! **Regional Review of Institutional Data.** Regional ESM data representatives are responsible for verifying the accuracy of data for the institutions within their regions. ESM regional representatives will also determine when institutions should have their quarterly data completely keyed and submitted for regional review.

All data must be reviewed and made final by each quarter's data submission deadline:

Quarter 1 -- April 15  
 Quarter 2 -- July 15  
 Quarter 3 -- October 15  
 Quarter 4 -- January 16, 2004

**Late entries will not be accepted. Therefore, it is critical that all data are collected and verified by each quarter's data submission deadline.**

! **Do Not Sum Figures Across Quarters** (i.e., do not add prior quarter's figures for an item to the current quarter's figures). The data provided should be quarter-specific. For example, data keyed for the first quarter should reflect what occurred during the first quarter only; the data keyed for the second quarter should reflect what occurred during the second quarter only, etc. The ORE performs all necessary computations (e.g., sums all figures and calculates all rates and percentages).

a. **Names.** The only allowable characters are letters, spaces, hyphens, and apostrophes. Double spaces, double hyphens, or double apostrophes are not allowed. **Example:** John P. Doe is not allowed; John P Doe is allowed. The maximum name length is 20 characters.

b. **Dates.** The format for all dates is the same one used in SENTRY: MM-DD-YYYY. **Example:** 04-02-2003. The only allowable dates are those within the past 30 years up to and including the present date.

c. **Numeric Entries.** No entry can exceed 9999. Otherwise, the data will be rejected. Commas are allowed, but not necessary.

**Example:** Either 1,000 or 1000 is acceptable.

d. **Dollar Amounts.** The dollar amount fields cannot exceed 999999 and must not contain any periods or cents. Only whole dollars are accepted. Commas are optional.

**Example:** Either 100000 or 100,000 is acceptable. The dollar sign is provided.

e. **Fields.** Character fields will default to a blank space. Numeric fields will default to a zero "0". The zero must be replaced with a valid number, unless a zero is an appropriate value. Thus, all fields require some version of the following keying:

(1) The actual data (name, date, number, or dollar amount).

(2) A blank space can be used to indicate "Not Applicable." For example, if an institution just opened, then the prior Management Staff screens would not apply.

(3) **Special Note for Quarterly Keying of Management Staff Data.** The Management Staff screens will be blank when you initially open the GRS report to key new quarterly information. These screens require mainly text/character data to be input and **must be keyed for the first quarterly update of each year (this year's first data entry period begins on April 1).**

Thereafter, each institution has the option **either** to continue keying Management Staff information completely **or** only keying any required corrections or updates.

*If a position becomes vacant, particularly the Executive Assistant position, please key either the name and entry-on-duty date of the person acting or the word VACANT in the name field.*

(4) A zero "0" is the default for numeric fields and should only be used to represent "none." For example, "no newly appointed badged volunteers" for a particular quarter.

f. **Exit.** If it is necessary for you to exit SENTRY before all data entry is complete, press [**enter**]. Hit the **clear** button to obtain the **GO!** prompt.

3. **DATA DISPLAYS.** The ORE will begin processing quarterly data one day after the data submission deadline. This updated information will be released on the next Key Indicators CD to be produced.

Quarter	Data Submission Deadline	Data Released on KI/SSS CD
1	April 15	May 2003
2	July 15	August 2003
3	October 15	November 2003
4	January 16, 2004	February 2004

4. **DATA CORRECTIONS.** If an error in the data is discovered after the data submission deadline has passed, please inform the primary regional ESM representative of this change and then make the appropriate correction to the actual GRS data screen(s). The data corrections deadline for each quarter is listed below.

**Late entries will not be accepted.**

Quarter	Data Corrections Deadline
1	June 11
2	September 10
3	December 10
4	March 11, 2004

The corrected information will be released on Key Indicators in the month following the data corrections deadline. The ORE will only accept corrections for the most recently completed quarter. If an error in the data for quarters 1, 2, or 3 is not discovered until quarter 4, the ORE will not accept this change.

**Therefore, it is critical that all data are gathered, verified, and, if necessary, corrected by the specified data submission and corrections deadlines.**

The Executive Staff Management Indicators (ESMI) Document Center in Key Indicators contains reference information, including:

- ! a list of the data periods by quarter for each GRS screen (that you should refer to when gathering and reporting figures);
- ! instructions for completing the GRS screens; and
- ! specifics on collecting and keying data for a few areas that require special attention.

Copies of the actual data screens that will be requested quarterly can also be found in the ESMI Documents Center.

5. **ASSISTANCE.** If you have any questions about the content of the Key Indicators documents, please contact Anthony Iwaszko at FTS (202) 305-4108. For more information on using SENTRY, please refer to the SENTRY Technical Reference Manual, which is available in BOPDOCS. For direct assistance, contact SENTRY field support at FTS (202) 307-1406.

/s/

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